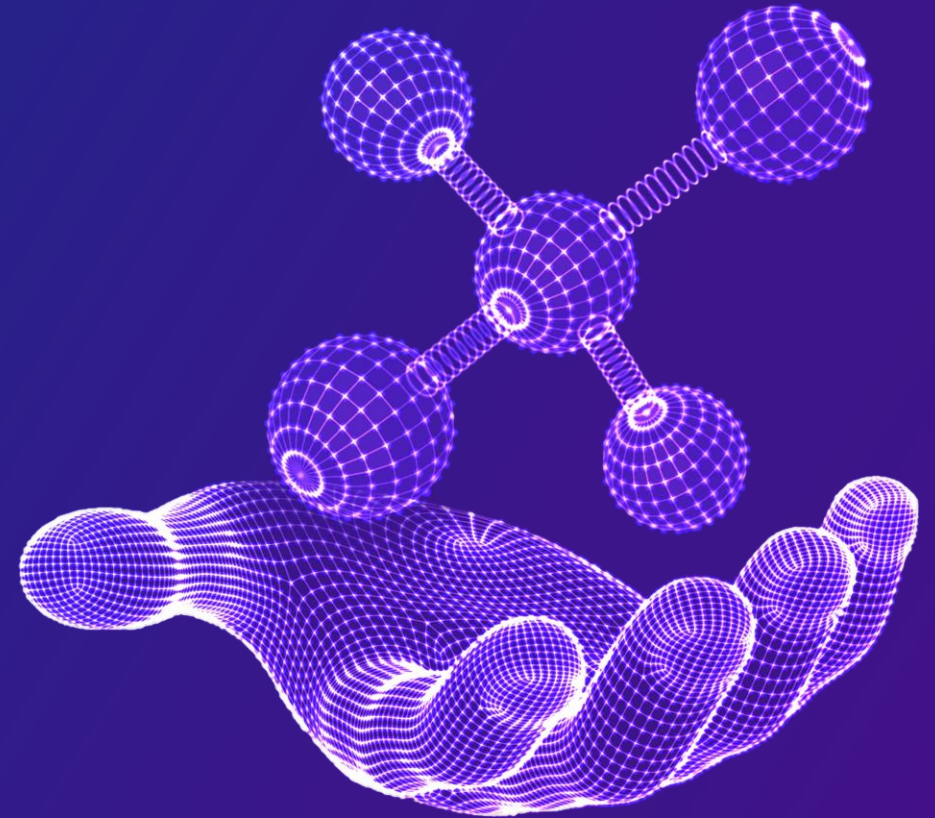




**HRMates**  
Your Strategic Partner

# Strategic Partner To Build Great Organization

“HRMates” is a finely crafted, comprehensive HRMS solution for people and processes with a proven track record in various organisations across domains, size, and countries. Our layered design provides for fine-grained customisation, automation, extension, keeping up with the organisational policies and growth, and at the same time integrating with other systems. For insights, HRMates provides deep analytics at any date and its trend within a date range. We offer an industry-first continuous engagement and simple pricing model, accompanied by module wise flowcharts, help documents and live demo links.



# Why HRMates is strategic partner

## Functionality

HRMates has full suite of modules to manage all people and process related functions in an organization. The functionality extends beyond HRMS, utilizing employee database and organization structure to provide solutions for safety, maintenance, approval workflows etc.

## Technique

HRMates rich configuration, customization and extension options allows HRMates to work as integral part of organization. Custom policy requirements and automation are handled using LogicBox™. This unique design makes HRMates works exactly as per policy and requirements.

## Engagement

With HRMates we have a unique engagement model by which we automate all people related requirements in a single solution, as per customer convenience. After initial implementation we are able to align the implementation with changing needs of the organization within the same monthly cost. We always welcome client requests for new functionality within people and process domain.

## Integrations

HRMates is well integrates with other applications, devices and IT Systems. Some integrations are with ERP, Excel, Single sign on, Biometric devices, Mobiles, Banks accounts & Statutory uploads, Digital signatures and more.



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# HRMates Technology

HRMates is SaaS based solution, with a unique 3 layered architecture to allow fine-grained customization, automation and extension.

LAYER	FUNCTION	VALUE
Framework	Cloud optimized, Secure Rapid Application Development	Agnostic to Application domain
Application	Full Coverage of People related functions and processes	Agnostic to Company, Country, Region.
LogicBox	Controllers, Calculators, Validators to implement fine-grained automation	At Employee or Employee Groups Level, Dated Changes

# Meet Our Team



**R P Singh**

**CEO**

Founder and CEO, holds Bachelors degree from IIT Kanpur in Computer Science, with wide experience in building world class products.



**Piyush Chandra**

**Director Sales**

Director, holds Bachelors degree from IIT Kanpur, has 34 years' experience in delivering services & solutions in IT industry global Fortune 500 companies.



**Malinda Balasooriya**

**Head - Partner Development**

Director, Human Resource Technologist and over 20 years of experience as a HR professional in strategic & operational HR in different industries.

# Some of our clients

50,000+ Employees using HRMates



JAMIPOL

TATA img



 COSTER



vivo



# HRMates Perspective

Self Service, Fine Grained Policies  
Implementation in Logic Box,  
Employee DATA, Localization,  
Single Signon Audit

## Talent Acquisition

Job Descriptions, Budgeting, Applicant Tracking, Candidate Evaluation, Pre Boarding



## Talent Management

Goal Settings, Competency framework, Reviews, Appraisals, Committee Review, Analysis and Outcomes, Letters, Feedback



## Workforce

Employee Data, T&C, Employee Life Cycle, Letters, Announcements, Employee File, Separations



## Reward and Recognition

Modules based Programs, Manual Programs, Leaderboard, Redemptions, Recognize: Star Officer, Well Done, Peer to Peer, Applause



## Attendance

Attendance, Leave, Shifts, Rosters, Holidays, Overtime



## Project & Timesheets

Clients, Projects, Milestones, Budgets, Tasks, Hours Utilization, Analysis



## Payroll

CTC, Salary, Arrears, Reimbursements, Statutory Deduction, Loans, Overtime, Incentives, Benefits



## Employee Assets

Asset Groups and Types, Inventory, Issue, Returns



## Training

E-Library, Needs Identification, Trainer Identification, Scheduling, Pre & Post Test, Feedback, Learning Index



## Employee Expenses

Travel Plan, Bookings, Expense Submission, Cancellation, Travel Report



## Social Engagement

Birthday, Work Birthday, Marriage & Work Anniversary, New Joiner, Holiday Greetings, Family Connect



## Business Excellence

Knowledge Management Portal, Suggestions: Suggestion Management, Kaizen Sheets, Audit Sheets



## Operations

Approval Process, Helpdesk, Surveys, MP Sheet, CAPA, Safety



## Insights

Analytics, Reports, Organogram, Org Charts



## Employee Self Service

Policies, Notifications, Dashboard, Single Signon, Mobile and Web

# Talent Acquisition

Build great workforce, with Job Descriptions database, Collaborative Vacancy management. Applicant Tracking, Evaluation process with stages and ratings. Offer Letter process and onboarding workflow.



## JOB DESCRIPTIONS

Manage Job Descriptions, Link to Vacancies and Designations

## VACANCIES MANAGEMENT

Manpower requisition within or out of Budget with approval process, Publish Vacancies to website, Employee Referral, Hiring consultants, Create Candidate Evaluation Process, Customize Candidate Application Form, Tag Vacancy with Recruiting Teams, Tag with Client.

## TEST MANAGEMENT

Maintain Subject wise Question Bank, Create Online Tests with number of questions and time allowed, Download Test Paper as PDF and enter marks obtained manually





# Talent Acquisition



## APPLICANT TRACKING

Maintain Resume Database along with Candidate details like Id, Photo Certificates etc, Identify Duplicate Resumes, Create Recruiting Teams, Upload Resumes, Stage wise Resume Processing, Candidate Document Submission, Salary Fitment, LOI, Offer Letter, Acceptance, Joining, Local and International Onboarding Process



## HIRING EVALUATION

Maintain Interview Questionnaire, Conduct Telephonic and Personal Interviews, Online and Paper Test, Ratings, Final Rating, Rating Comparison



## OFFER LETTER & ONBOARDING

Depending on Country HRMates can allow Employees to provide inputs to Payroll like tax deductibles expenses.

Request for documents like past salary slip, Generate and get Offer Letters Approved, Send Offer Letter to Candidate for Acceptance, Revise Offer Letter on Rejection, Onboarding Process

## REPORTS & METRICS

View key metrics like Time to Hire, Time to Fill, Quality of Hiring and more. Transactional reports to manage hiring process

# Workforce

Maintain great workforce, with fine-grained employee database, budgets, policies, complete life cycle management along with collaborative evaluation from hiring to exit.



## ORG STRUCTURE

Up to 10 Levels Hierarchy, Org Chart, Use Org Structure in Workflows



## BUDGETING

Create and Approve annual Budgets Unit and Designation wise, Budget Change Process during year



## POLICY MANUALS

Share all Policy Manual of the Organization, New Employee Acknowledgement of Policy Documents, Existing Employee Acknowledgement of Policy Changes



## DOCUMENT SHARING

Share Commonly used templates and documents with group of employees



## TERMS & CONDITION

Physical and Electronic Document Acceptance and Signing Workflows, Tracking and Audit



## EMPLOYEE CATEGORIES

Permanent, Contract, Consultant, Casual, Intern, Freelancer, Expat



## EMPLOYEE PROFILE

Personal and Contact Info, Present Address History, Official Accommodation Records, Family, Academics, Past Employment, Certifications, Training, Control Employee Editing, Approval Workflow for certifications etc.

# Workforce



## EMPLOYEE LIFE CYCLE

Joining to Exit Process, Notice Period, Reference Checks, Departments, Designations, Locations, Transfers, Generate Letters, Electronic and Signed Letter Acceptance, Responsibility Management, Employee Document Management, Disciplinary Actions.



## PRE-BOARDING PROCESS

Documentation Completion Process by Candidate, Offer Letter Issue, Offer Letter Acceptance Process, Joining



## EMPLOYEE EXIT PROCESS

Voluntary and Involuntary exits, Resignation Request with Approval Process, Employee Feedback, No Dues and Handover.



## SURVEYS

Anonymous Surveys, Normal Surveys



## ANNOUNCEMENTS

Company Announcements with image or videos.



## EMAIL EMPLOYEES

Select Employees based on Department Location etc. Send email to selected employees.



## HELP DESK

Create Help Desks and Admins. Employees raise Requests, Discussion Control for Employee and Admin to discuss about the request. Help Desk Admin Panel



## API

Employee Data

# Leave & Attendance

Manage your workforce time with fine controls for shifts, rosters, holidays, week offs, punch capture, leave, absence, overtime



## Attendance

- Fixed, Assigned, Roster and Pattern Shifts
- Plug and play biometrics integration
- Mobile app with geo coordinates, geocoding, face capture, face recognition
- Work punch for field employees to mark field visits
- Group punch for group attendance
- Extra data capture like meals requirement at punch
- Regularization with approvals
- Holiday Calendars
- Present, Late and Overtime calculation as per policy
- Monitor Absconding employees



## Leave

- Leave Types and Entitlements
- Comp off policy
- Short leaves, On Duty
- Leave Policy Automation

## Reports & Analytics

- Exhaustive set of reports and analytics for management and insights

# Biometric Device Management



## Management portal for Biometric Devices

- Remote Registration
- Auto backup of registrations
- Restore Registrations to new device
- Copy Registration to another device
- Auto invalidate registration on Employee Exit
- Remote Reboot
- Remote Time setup



# Payroll

Maintain Salary Masters, Tax Declarations, Advances. Integrate payroll with modules like attendance, R & R. Automate calculations for masters and payroll with input from attendance.



## SALARY MASTER

Setup Salary Masters, Calculations, Create dated salary masters for employees, Multiple salary masters for same employee



## TAX DECLARATION

Depending on Country HRMates can allow Employees to provide inputs to Payroll like tax deductibles expenses. Form is Auto Generated when Employee Crosses threshold Limit during financial year, Approval Process, During Year Employee can update the form, Second Level Compliance Process 2 months before end of Financial Year



## LOANS & ADVANCES

Self Service Portal for Employees to Apply for Loan, System Validation of Loan Eligibility, Loan Approval Process, Bank Loan Payment on behalf of Employee.





# Payroll



## SALARY PROCESSING

Generate Payroll or Upload generated Payroll, Approval Workflow, Part Salary, Split Salary, Delay, Full & Final, Upload Components, Fully Customizable Payroll architecture, Arrears, Ready Templates for India, Sri Lanka, Kenya and other countries, Statutory Compliance's, Advances, Variable Pay with Incentive Calculations, Employee Input form with Approvals and Stages, Reimbursements with Approval Workflow, Reimbursements carry forward, Ad-hoc Reimbursements, Salary Slips, Rule based Employee Grouping for Distributed Management. Reports: Salary Detailed, Summary and Variance



## CONTRACT EMPLOYEE INVOICING

Generate and Distribute Invoices to be submitted by Contract Employees. Invoice based on Salary Master and days worked.



# Training

Conduct training and learning activities to help employees to acquire and apply the knowledge, skills, abilities, and attitudes needed by a particular job and organization.



## E-LIBRARY

Content with pre and post test submission and approval, Employees can browse content, E-Library assignment with repetition by managers with pre and post test, obtain Learning Index



## CLASS TRAINING

Training Need Identification from Survey, Performance Evaluation, Safety and maintenance incidences, Manager and Employee requests, Scheduling, Pre-Post Test, Feedback, Learning Index, Effectiveness Index



# Talent Management

Continuous evaluation across employee life cycle. Probation, Trainee, Permanent, PIP and Exit. Customizable to capture exact goals, reviews and ratings from all stake holders. With post evaluation processing Talent Review, Bell Curve, 9 Box, Radar chart, Reports.



## EMPLOYEE PERFORMANCE MANAGEMENT



Template based Setup allowing Multiple PMS Workflows, Goals, Cascading Goals, Review Cycles and final Appraisal, Areas, KRAs, KPIs, Custom Columns, Calculators, Get Data from Attendance Employee Data etc. Guidelines, Achievements, Strengths, Areas of Improvement, Major Contributions, Create Performance Improvement Plan for non-perform-ers, Create Performance Potential Matrix and Talent Review Form, Easy Monitoring.



## EMPLOYEE DATA MANAGEMENT

Upload and Share Data with employees related to sales, production etc., Setup Scheduled Data upload, Setup up Employee View of Data, Use Data in Payroll, PMS etc.



## TRAINING

Training Need Identification, TNI Workflow, Scheduling, Pre-Post Test, Learning Index, Feedback, Effectiveness Index, Training Material Repository (E-Library)

# Reward & Recognition



## REWARDS & RECOGNITION

Module and Manual, Points and Value based Reward Programs, Auto Calculation from other modules like Business Excellence, Recognition, Social etc.



## Recognition

Star Officer, Well Done, Applause, Peer to Peer



## Tiering & Leaderboard

Top 10 charts



## Redemption

Using internal options, Payouts and External Coupons.

Calculation Calculators using LogicBox



# Task Hub

Task management module to plan, assign, track, rate, monitor, expense, reimburse tasks for individuals or team of employees.



## PROJECT MANAGEMENT

Create Projects, Tasks and link to Clients, Assign Tasks to Employee Groups, Set Budgeted and Expected Hours



## TIME SHEETS

Employees Log Actual Hours, Close Tasks and Projects, Client wise reports, Utilization Reports, Reconciliation with Attendance Time, Project Progress Report



## TASK PLANNER

Automated Task Planning Sheets between employees and managers, Capture all details related to tasks including close and move actions, file uploads, work punches and distance, travel type, expenses, approvals, reimbursements, balance carry forward



# Employee Assets



## ASSET GROUPS

Create Asset Groups and Managers



## ASSET TYPES

Create Asset Types with custom fields



## ASSET MANAGEMENT

Add Assets, Issue, Return, Retire, Adjust Asset loss from Employee Salary

# Employee Expenses



## TRAVEL MANAGEMENT

Local Outstation and International Travel, Create Trip by Employee or Admin, Trip Approval Process, Ticketing Process, Advance Payment Process, Ticket Cancellation Process, Trip Cancellation Process, Trip Expenses, Trip Expense Approval Process, Final Settlement, Travel Expense Ledger, Auto Off Duty leave application, Travel Policy Implementation (by City, Grade, Mode of Travel etc.)



## EXPENSE MANAGEMENT

For Employee Expenses, Process same as Travel Management



# Social Engagement



## GREETINGS

Automated Personal Birthday & Anniversary Greetings, Holiday Greetings, Joining, Farewell Greetings, Send Personal Messages



## FAMILY CONNECT

Connect Employees and Family Members working remotely with each other for social events.



## LEAVE BANK

Employees donate leaves into Leave Bank. Employees needing extra emergency leaves can avail from bank after approval.



# Business Excellence



## KNOWLEDGE MANAGEMENT PORTAL

Central Portal for capturing Knowledge Related to Work.  
Submission of Knowledge Piece by Employees and Approval.  
Use of Submission in Reward and Recognition Program.



## SUGGESTION PORTAL

Suggestion entry and Approval Workflow, Use suggestions data in Rewards and Recognition, Kaizen Workflow





# Operations



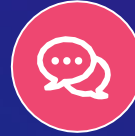
## EMPLOYEE DATA

Define Data Name, Data Columns. Assign Managers who can maintain the Data, Employee sees data on his Employment Page. Examples are Training Records, Sales Records etc.



## APPROVAL PROCESS

Setup Approval form, add calculators, workflow with logic, assign Initiators, add sponsors with logic control, execution with approve, reject and revert and notify.



## DISCUSSION GROUPS

Setup Discussion Groups based on Departments, Employees. Employees participate in WhatsApp like discussions, allowing for text, images, videos, sounds. Employees get notified on new posts on HRMates app



## MAINTENANCE PREVENTION

MP Sheet Submission, Approval



## CORRECTIVE & PREVENTIVE ACTIONS

Central Portal for capturing Corrective and Preventive. Submission of CAPA by Employees and Approval.



## SAFETY

Enter Safety Observations, Automatic Escalations, Reports and Analytics





# Insights & Governance



## LOGIN

Workforce (Head Counts, Demographics, Attrition), Workforce Trends, Attendance, Salary, Expense, Performance, Knowledge, Suggestion, Rewards and Recognition.

*Analytics for any period and filters*



## REPORTS

Standard Informative Reports, Custom Reports, User Input to filter Report Data, MIS Reports.

*Reports for any period and filters*



## HEADCOUNT BUDGETS

Unit wise annual and incremental budgeting, Vacancies approval based on Budget



## LEGAL ENTITIES

Multiple legal entities within one HRMates account, Grouping of multiple HRMates accounts



## SECURITY, AUDIT, MONITORING

Third party security audits. Permission Based Access, Audit Record for all Actions performed on System, Integrate with organization Security Policies. Monitoring dashboard for IT.

# Employee Self Service



## LOGIN

Inbuilt credentials management or Active Directory, Google integration or a combination, Work on behalf using Login As



## DASHBOARD

Announcements, Greetings, Notifications, Holidays, Leave Summary, Projects, Help Desk Request, Job Description



## ACCESS

Mobile and Web



## LOCALIZATION

Sinhalese, Spanish, Tamil



# Work Email Solution

EmailsMates.com

## Managed Work Email

- Addresses on your domain like `<email id>@<domain>.com`
- Admin Panel to manage email, quotas, passwords etc
- Optional Integration with HRMates for auto creation of corporate email on new joining, email account closure as part of exit workflow
- Spam control and free domain setup for best delivery

## Access

- Web
- Outlook
- Gmail
- Thunderbird on mobile

## Pricing

- Per email id per month
- Storage pricing for all emails in increment of 100GB

## Restrictions

- Promotion Emails

## More Details



# Industry Specific Features





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# Explore HRMates Demo

Best way to explore HRMates is be to head to our live demo site below. On Landing you will be the module groups and highlights of module groups. Clicking on the group will open the module in HRMates live demo site.

**[demo.hrmates.com](https://demo.hrmates.com)**



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***Thanks All***

[www.hrmates.com](http://www.hrmates.com) | [demo.hrmates.com](http://demo.hrmates.com)